

<div>U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE</div> <div>FOREIGN TRAVEL ADDENDUM</div>	<div>INSTRUCTIONS: Complete this Addendum by affixing, in routing number order, the name, title, and room number of all reviewing officers. At the bottom of this Addendum, affix the name and telephone number of an employee who can be notified to pick up the travel authorization from the Program/Staff Deputy Administrator's office. Forward this Addendum attached to the front of the foreign travel authorization packet. After the final approval by the Program/Staff Deputy Administrator, forward the original Addendum and a copy of the travel authorization to the Administrative Officer.</div> <div>Reviewing Officers: Please concur to the attached foreign travel by affixing your initials to this Addendum beside your name, and forward it to the next reviewing officer.</div>
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ROUTING

1. NAME	INITIALS	4. NAME	INITIALS
TITLE	ROOM NUMBER	TITLE	ROOM NUMBER
2. NAME	INITIALS	5. NAME	INITIALS
TITLE	ROOM NUMBER	TITLE	ROOM NUMBER
3. NAME	INITIALS	6. AMS Travel Coordinator Room 3963 South Building	INITIALS
TITLE	ROOM NUMBER		

REMARKS/JUSTIFICATION

OFFICE OF THE DEPUTY ADMINISTRATOR: All foreign travel must be approved by the Program/Staff Deputy Administrator. The Program/Staff Deputy Administrator must sign the attached AD-202, Travel Authorization, in block 39. After the Program/Staff Deputy Administrator has approved the authorization, type his/her name and title in block 35, Social Security Number in block 36, the date approved in block 37, and the telephone number in block 38. Upon completion, call

_____ on _____ for final disposition.